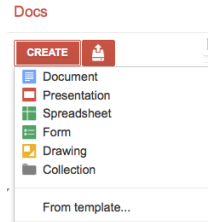


Creating and Sharing a Collection in Google Docs

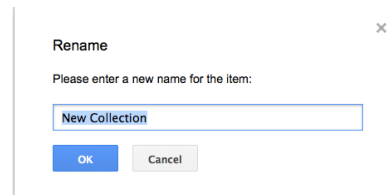
A Collection in Google Docs allows you to continuously share with others. You are creating and sharing a folder. Once the folder is shared you can put new documents in it and they will automatically be shared with your group. You can also use a collection to organize your Google docs.

1. Create the document(s) you want to place in your Collection.

2. Click on Create and select Collection.

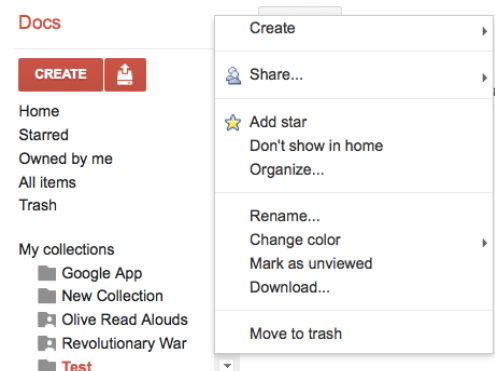


3. Name your Collection and click OK.



4. Your Collection will appear in your sidebar. Click on Home. Drag your document(s) to your Collection folder.

5. To Share, click on the drop down arrow next to your Collection. Choose Share. Enter or search for the name(s) of the collaborators with whom you want to share your Collection.



6. Your collection folder and your documents will still be located in your Home listings, in addition to your Collection.

7. To share new documents, just drag them into the Collection. To notify the collaborators of this collection, you can click on the drop down arrow, choose Share, then Email collaborators.